



NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	Risk Manager	Salary: \$54,653 - \$68,316	FLSA:	E
SERVICE:	Unclassified	Range 53	REVISED:	08/20/07

Summary: Under general supervision, performs professional and administrative work of considerable difficulty in planning, organizing and administering the County's Risk Management, Workers' Compensation, Safety, and Loss Control Programs; serves as the Deputy Emergency Operations Center Manager; performs other work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, implements and manages assigned programs to adequately protect the County from financial losses and minimize costs in provision of program services. Provides recommendations to resolve issues of risk and loss prevention and administrative/operational problems, which hinder effective and efficient operations. Coordinates with ACIP as appropriate.
- Coordinates and serves as the chair of the Safety/Accident Review Committee.
- Coordinates the handling of lawsuits and acts as liaison with attorneys, ACIP, other agencies, staff of county departments and citizens.
- Establishes and/or updates goals and objectives, policies and procedures for safety, Workers' Compensation, loss prevention and control.
- Coordinates recommendations regarding selection of insurance/coverage and manages various liability, property, and specialty insurance policies.
- Conducts inspections, reviews County operations and facilities for safety hazards and ensures appropriate action to correct deficiencies.
- Provides input to budget processes for program areas and for necessary repairs and/or improvements to correct safety hazards.
- Assists in managing the emergency operations center for the County during a variety of threats including hazardous spills, terrorist activity, contagious disease outbreak, natural and manmade disasters.
- Prepares and conducts various in-house training programs for Elected Officials and Department Heads, supervisors and employees. Provides information regarding risk management strategies.
- Investigates Workers' Compensation, accident and general liability claims. Identifies and analyzes areas of potential risk and makes recommendations for reduction or elimination of future losses.
- Processes payment of general liability claims including record keeping and follow up.
- Prepares a variety of studies and required reports.
- Manages the CDL program to include random drug testing and training.

Knowledge and Skills:

- Knowledge of the principles and practices relating to public liability, insurance and general liability in the State of Arizona.
- Knowledge of federal, state, and local regulations pertaining to risk management provisions.
- Knowledge of effective techniques in claims handling and risk management activities including record retention and disposition laws.
- Knowledge of Federal and State OSHA requirements.
- Knowledge of emergency services programs and emergency operations center.
- Skill in developing and implementing effective, efficient and economical risk management and safety programs and procedures.
- Skill in preparing and reviewing bid specifications, analyzing contract proposals to ensure agreement with the needs and requirements of the County.
- Skill in operating office equipment including computers and associated accounting and office software.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

Bachelor's Degree with major coursework in Risk Management, Insurance, Business Administration, Finance or related field; AND five years of increasingly responsible risk management experience; prior work experience in a government setting preferred; OR an equivalent combination of education, training, and experience. Must be available 24/7; work outside in all weather conditions, near moving mechanical equipment, in high precarious place; occasional exposure to fumes, airborne particles, toxic or caustic chemicals; and risk of electrical shock.